

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Fire Captain****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides supervision of daily maintenance and activities at a company level. Responds to emergency situations by providing assistance and coordination of incidents. Ensures public safety by performing inspections and educating the public.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Administers daily operations by scheduling personnel, assigning duties and tasks, overseeing station and equipment maintenance, directing station operations, maintaining records, ordering supplies, preparing correspondence, and preparing forms.
2	VH	Responds to emergency medical calls by evaluating situations, providing emergency and non-emergency medical procedures both stationary and in a moving vehicle, and transferring patients to medical facilities.
3	VH	Performs fire suppressions duties by responding to emergency fire calls, overseeing and coordinating operations, managing scene until arrival of superior officer, using various equipment and gear for fire suppression and control, searching for and rescuing occupants, ventilating structure, salvaging contents, applying water and other chemicals to fires.
4	L	Develops personnel by creating, implementing and maintaining training program, evaluating, counseling, and disciplining employees, and maintaining and updating personnel records.
5	M	Fulfills other duties by performing building inspections, handling citizen complaints and questions, educating the public about fire safety, and acting as liaison with the public and other agencies, may act as Fire or EMS Battalion Chief if required

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training in Fire and EMS past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two (2) years combined experience as a Fire Lieutenant, Fire Paramedic Lieutenant or Assistant Fire Marshal.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Officer II (must achieve and maintain within one (1) year of promotion to the rank of Fire Captain), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read training materials, standard operating procedures, policies and procedures, memos, map books and instructions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, letter, memos and correspondences.
Managerial	Managerial responsibilities include overseeing station activities, maintaining facilities and equipment and maintaining personnel records.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Fire scenes, on ladders, inspections, training
Sitting	F	Computer, desk work, driving, training
Walking	F	Fire scenes, inside station, inspections
Lifting	F	Medical equipment, stretchers, tools, hoses, fans, ladders, patients
Carrying	F	Medical equipment, stretchers, tools, hoses, fans, ladders, patients
Pushing/Pulling	F	Hoses, ladders, doors, walls and ceilings
Reaching	F	Into compartments for equipment, inspections, rescue operations
Handling	F	Paperwork, hoses, tools, stretchers, medical equipment
Fine Dexterity	F	Computer keyboard, repairing equipment, starting IV's, administering medical treatment
Kneeling	F	Fire scenes, administering medical treatment, collecting evidence
Crouching	F	Fire scenes, administering medical treatment, collecting evidence
Crawling	F	Fire scenes, administering medical treatment, collecting evidence
Bending	F	Fire scenes, administering medical treatment, collecting evidence
Twisting	F	Fire scenes, administering medical treatment, collecting evidence
Climbing	F	Ladders, stairs, rooftops
Balancing	F	Ladders, stairs, rooftops
Vision	C	Fire scenes, computer, desk work, driving
Hearing	C	Firefighters, police, dispatch, citizens
Talking	F	Firefighters, police, dispatch, citizens
Foot Controls	F	Driving, siren, horn
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Ground ladders, portapower units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oxsimetry, CIDs, electrocardiogram, angiocatheters, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, Standard Microsoft Windows and Office software, laser or inkjet printer, Virginia Fire Incident Reporting System, Firehouse software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	D
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	W	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, haz mat suit

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)